

Title:	Apprenticeship Training Program	
Purpose:	To establish and administer an apprenticeship training program for City employees.	
Issued by:	Labor Relations and Training	Date: February 15, 2005
References:	Title 29 of the Code of Federal Regulations; Hawaii Revised Statutes §372, Apprenticeship; Hawaii State Plan for Equal Employment Opportunity in Apprenticeship Training.	

I. POLICY

The City and County of Honolulu (City), through its Department of Human Resources (DHR), shall establish an apprenticeship training program.

There shall also be established a Joint Labor Management Apprenticeship Committee (JLMAC) composed of representatives of management and the union. The Committee shall be responsible for reviewing, evaluating and submitting recommendations to the Director of Human Resources (Director) on apprenticeship activities established or to be established in the City.

II. DEFINITION

The term "apprentice" as used in this policy and the apprenticeship standards, shall apply to a trainee at least 16 years of age who has entered into a written agreement with the City providing for not less than two thousand hours of employment and participation in an approved schedule of work experience and training through employment which will be supplemented by related course instructions.

III. APPRENTICESHIP STANDARDS

The apprenticeship standards shall include those standards established for the City for the purpose of developing competent journeyworkers through apprenticeship training and shall conform to the minimum requirements of the State Department of Labor and Industrial Relations (DLIR).

The standards contain comprehensive procedures for conducting the City's apprenticeship training program and include a listing of the trade and craft occupations and their work processes covered by the program.

The standards are revised as necessary, agreed upon and adopted by the City and the JLMAC.

The current apprenticeship standards are attached to this policy.

IV. PROGRAM REQUIREMENTS

A. Qualifications of apprenticeship applicants

1. Application, examination, and certification of eligible applicants shall be in accordance with established procedures.

2. The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination. The City will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, the Hawaii State Plan for Equal Employment Opportunity in Apprenticeship Training.

B. Agreement

1. Each apprentice and the Director shall sign an apprenticeship agreement incorporating by reference, the provisions of the apprenticeship standards and any addenda agreed upon by the JLMAC. Any apprentice in a program that culminates in an application for a State license must sign an agreement with an addendum. The signed agreement shall be submitted for registration to the State of Hawaii, Department of Labor and Industrial Relations, Workforce Development Division (DLIR-WDD).
2. Apprentices shall agree to work in the City for a period of two continuous years after completion of the program. If an apprentice fails to do so, the employee shall refund all monies received from the employer for training books, licensing, and related fees received while participating in the program as determined by the JLMAC.

C. Term of apprenticeship

1. For apprentices in good standing, the term of apprenticeship shall not be less than that indicated under the schedule of work processes for the trade in which the apprenticeship is established.
2. Apprenticeship training is conducted via Limited-Term Appointment (LTA). One goal of apprenticeship training is to ensure a well-trained and qualified workforce. Prior to completion of the apprenticeship training process, a review shall be made of the suitability of completion of the designated hours for work processes, related instruction, licenses and/or certificates and readiness for conversion to a different status. Annual review and/or repetitive renewal of a LTA for training shall not ensure conversion to a different status.
3. An apprentice, who upon entering into an apprenticeship agreement, has had prior training or experience or both in the processes of the trade in which the employee is employed as an apprentice, may be granted full or partial credit for such training or experience upon the review and recommendation of the JLMAC, and the approval of the employee's appointing authority and the Director.
4. Apprentices may initiate requests for prior experience credit through their immediate supervisor after satisfactory performance evaluation.

D. Appointment/probationary period

Appointments to apprentice shall be on a limited term basis while the apprentice is completing the process. When all phases of the apprenticeship program have been

completed, the employee shall serve a probationary period of a minimum of six months at the journey level in accordance with established procedures.

E. Apprenticeship wages

Apprentices shall be provided a progressively increasing scale of wages as approved by the Director.

F. Related trade instruction

1. When available, apprentices shall satisfactorily complete the required related instruction for their trade. Hours spent in related instruction shall not be considered hours worked and shall not be credited toward the minimum required work process time unless specifically approved by the JLMAC. Such related instruction must be provided to the apprentice by a City approved educational institution. Correspondence or on-line courses may be used when other forms of instruction are unavailable or not practical. The employer must approve correspondence or on-line courses.
2. Apprentices may be required to attend and successfully complete classes of related trade instruction on their own time. At least 144 hours of related trade instruction is recommended for each year of apprenticeship.
3. The minimum passing grade for any course shall be "C". The minimum cumulative grade point average for all creditable related instruction shall be 2.0 or "C".
4. Safety training shall be included in related instruction for all apprentices.
5. Apprentices are responsible for conducting themselves in a professional manner while participating in related instruction on or off City property.

G. Training reimbursement

Costs for tuition, books and other reasonable expenses may be reimbursed through the training reimbursement program contained in the City's Employee Development and Training policy (see Chapter VII-1), or other means approved by the department. Reimbursement shall be contingent upon satisfactory work performance and class completion as defined in the Apprenticeship Standards.

H. Hours of work

Work hours for apprentices shall comply with City regulations, but shall not exceed those of journeypersons in the department to which the apprentice is assigned.

I. Safety

The employer will provide adequate equipment and facilities for training and supervision, and safety training for apprentices on the job; shall instruct the apprentice in safe and healthful work practices; and shall insure that the apprentice

is trained within facilities and other environments that are in compliance with the Hawaii Occupational Safety and Health Law, Standards, Rules and Regulations.

J. Ratio of apprentices to journeyworkers

In order to insure proper on-the-job training and guidance, there shall be not more than one apprentice assigned to each journeyworker of that trade within a department. The apprentice shall be under the constructive supervision of a journeyworker at all times. The number of apprentices in the program shall be consistent with the needs of the department for trained personnel in the particular trade.

K. Termination of agreement

1. During the limited term appointment, the Director of Labor and Industrial Relations shall terminate an apprenticeship agreement at the written request of either the employer or the apprentice. The request shall state the reason for the termination.
2. Consideration will be given to the recommendations of the JLMAC before the Director of Labor and Industrial Relations takes action.

L. Settlement of differences

The services of the DLIR-WDD may be used for consultation when differences arise regarding the terms of the apprenticeship agreement, when such differences cannot be resolved internally or in accordance with City procedures.

M. Appeals Procedure

Apprentices shall be advised of their right to appeal any adverse action, suspension or cancellation of their apprenticeship agreement to the JLMAC. Apprentices may appeal decisions made by the JLMAC to the DLIR-WDD.

N. Supervision

The department head shall designate a person who will be responsible for the supervision and training of apprentices in accordance with the work processes schedule.

O. Records and reports

1. Departments must maintain up-to-date records of each apprentice's progress in the hours for work process and related instruction. Apprentices shall be responsible for completing their records of work experience and related instructions on forms furnished by the DLIR-WDD.
2. At the end of each calendar month, apprentices shall submit their work records to their immediate supervisors for grading and signature. These records are forwarded to the departmental personnel officer for review and then become part

of the apprentices' permanent personnel records and serve as the official record of each apprentice's progress.

3. Apprentices shall notify their immediate supervisor when their work process and related instruction hours show they have qualified for reallocation to the next higher level.
4. After verifying the records for accuracy and satisfactory job performance, the department will initiate the reallocation process. Work process and related instruction hour records are subject to compliance review by DHR and the JLMAC.

P. Collective bargaining agreement

These procedures shall not nullify or supersede the terms and conditions of the applicable collective bargaining agreement.

Q. Certification of completion

Upon completion of the apprenticeship program agreement, the apprentice shall be awarded a Certificate of Completion of Apprenticeship by the DLIR, countersigned by the Director.

R. Licensing requirements

1. Apprentices in a work process requiring a license are required to sign the apprentice agreement addendum and shall meet licensing requirements prior to reallocation to the journey level.
2. The employer shall reimburse the apprentice for license and related fees when such license is required.
3. Apprentices who do not pass the license exam on the first attempt will be subject to review for compliance to the apprenticeship agreement for a period not to exceed one year. Apprentices who do not pass the license exam after three successive tries or one year, whichever is sooner, shall not be continued in the apprenticeship program and shall be subject to termination.

V. JLMAC ORGANIZATION

- A. The JLMAC shall be composed of at least three members representing management and at least three employees representing the union. Members should serve at least one 12-month period. Appointed alternates may serve during the absence of committee members.
- B. Each department with an active apprenticeship program shall select committee members and the DLIR-WDD will be notified of these appointments.
- C. There shall be a majority with equal representation of the membership in order for the JLMAC to take a vote.

- D. The representative from the DHR shall chair the committee without vote.
- E. The DLIR-WDD administrator shall be a member of the committee serving as an advisor without vote.

VI. JLMAC RESPONSIBILITIES

- A. Identify and recommend to the Director the need for apprentices in areas being considered.
- B. Meet at least semi-annually to review and evaluate the apprentice's progress regarding work process training and related instruction.
- C. Evaluate an apprentice's previous experience to determine the number of credits to be granted. Submit recommendations for credit to the appropriate department head and the Director for their review and approval.
- D. Review and resolve complaints of violations of apprenticeship agreements.
- E. Insure that the conditions of this policy and the apprenticeship standards are followed by all parties and recommend suspension or termination of apprenticeship agreements, or assign appropriate penalties for noncompliance with these procedures. The DKLIR will be notified of all terminations, suspensions, reinstatements and completions of apprenticeship.
- F. Advise and counsel apprentices as needed.
- G. Cooperate with the employer and the University of Hawaii in order to develop and maintain a purposeful instructional program. Consult with the University of Hawaii on curriculum and course content. Consider utilization of approved correspondence and on-line training programs.
- H. Conduct a periodic review and evaluation of the apprentice's progress in job performance and in related instruction. Conduct an annual review to determine if any apprentices need assistance and provide assistance as indicated.
- I. Revise these procedures at any time with the approval of the Director of Labor and Industrial Relations. The Committee will forward any changes in collective bargaining agreements that affect this policy and the standards to the Apprenticeship Division, and they will be revised accordingly.

VII. REGISTRATION AGENCY

- A. The registration agency is the Workforce Development Division, Department of Labor and Industrial Relations, 825 Mililani Street, Honolulu Hawaii 96813.
- B. The registration agency is the proper authority to receive, process and make disposition of complaints relating to the program.

APPRENTICESHIP STANDARDS

I. PURPOSE

The purpose of these apprenticeship standards for the City is to develop competent journeyworkers through apprenticeship training. These standards shall conform to the minimum requirements of the State DLIR and shall comply with Federal and State laws and rules pertaining to apprenticeship.

II. APPRENTICESHIP GRADE LEVELS

A. There shall be several apprentice grade levels. Beginning from the entry level, progression to the succeeding levels shall be based on accumulated increments of approximately 1,800 to 2,000 work process hours per year until the full term of apprenticeship is completed based on the specific trade requirements and excluding the established related instructional hours.

B. The following examples illustrate the application of the program based on specific trade requirements:

1. Three-Year Program -- 5,400 Work Process Hours

<u>Classification</u>	<u>Hours</u>	<u>Grade Levels</u>
Trades Apprentice I	0 to 1,800	BC 5
Trades Apprentice II	1,801 to 3,600	BC 6
Trades Apprentice III	3,601 to 5,400	BC 7

Upon successful completion of 5,400 work process hours and the required related instructional hours, the apprentice will be reallocated to the appropriate journeyworker classification.

2. Four-Year Program -- 7,200 Work Process Hours

<u>Classification</u>	<u>Hours</u>	<u>Grade Levels</u>
Trades Apprentice I	0 to 1,800	BC 5
Trades Apprentice II	1,801 to 3,600	BC 6
Trades Apprentice III	3,601 to 5,400	BC 7
Trades Apprentice IV	5,401 to 7,200	BC 8

Upon successful completion of 7,200 work process hours and the required related instructional hours, the apprentice will be reallocated to the appropriate journeyworker classification.

3. Five-Year Program -- 10,000 Work Process Hours

<u>Classification</u>	<u>Hours</u>	<u>Grade Levels</u>
Trades Apprentice I	0 to 2,000	BC 5
Trades Apprentice II	2,001 to 4,000	BC 6
Trades Apprentice III	4,001 to 6,000	BC 7
Trades Apprentice IV	6,001 to 8,000	BC 8
Trades Apprentice V	8,001 to 10,000	BC 9

Upon successful completion of 10,000 work process hours and the required related instructional hours, the apprentice will be reallocated to the appropriate journeyworker classification.

III. PROGRAM PROCEDURES

A. Classification

1. Apprentice classes may be established in any of the series of trades that are apprenticeable under the regulation of the State Apprenticeship Law. Each apprenticeship class shall be established with a specific grade level and the class title shall include the term "apprentice". The class specification shall describe the minimum qualification requirements for each grade level.
2. Apprenticeship training programs are open to all trade and craft occupations and are not restricted to those trades or crafts that currently have apprenticeship programs, or to trades with helper classifications. For this reason, all trades and crafts shall be considered to have apprentice program potential.

B. Assignment to salary ranges

The first grade level of an apprentice series shall be assigned to a pay range consistent with assignments made for other classes of a comparable level of difficulty. Succeeding grade levels shall be assigned to pay ranges to provide for a logical progression from Grade I to the pay range to which the journeyworker level of the trade is assigned.

C. Allocation to classes

When a department desires to initiate an apprenticeship program, it will submit a request to the Director to reallocate certain existing positions to an apprentice class, or it may follow the procedure for establishing a new position.

D. Reclassification of apprentice positions

1. Vacant apprentice positions shall be classified at the Grade I level. After the position has been filled, it will be reclassified to higher grade levels upon certification by the Director that the apprentice has successfully completed the required work process and related training hours.

2. When apprentices have successfully completed all work process and related instructional hours required, met the minimum requirements of the journey level position, including the attainment of a license if required, they will be reallocated or promoted to journeyworker positions.

E. Recruitment, selection and advancement

1. Recruitment for a vacant apprentice position will be made at the Grade I level.
2. The department will provide an orientation for new apprentices. The orientation will include meeting with the apprentice on the first day of work to review all procedures, standards, work rules, and requirements for successfully completing the program; and the apprentice will sign an apprenticeship agreement, which will be submitted for registration with the DLIR - WDD.
3. If a regular civil service City employee is selected for an apprentice position, or if an apprentice transfers from one trade to another, the employee's training and experience will be evaluated. If the requirements for a higher grade level are met, the position will be reallocated to a higher level. The employee will then start the apprenticeship training at the appropriate level in a limited term appointment.
4. Apprentices will advance to the next higher grade level after satisfactory completion of the required number of work process hours under the supervision of a qualified journeyworker, and the required related instructional hours in their current grade level.

IV. APPRENTICESHIP TRAINING TRADE AND CRAFT OCCUPATIONS

- A. A list of trade and craft occupations identified by departments for apprenticeship training is found in Attachment A.
- B. The list is not to be considered final or all-inclusive and may be revised as conditions change. If any department finds that the list is inaccurate, incomplete, or no longer pertinent, that department shall notify the Director. All issues relating to the establishment, development, or implementation of the apprenticeship training program shall be referred to the Director for resolution.

ATTACHMENT A

Apprenticeship Training Trade and Craft Occupations

1. Air Conditioning Mechanic
2. Alarm & Communications Electrician
3. Automatic Sprinkler System Repairer
4. Bridge & Heavy Construction Carpenter
5. Body & Fender Repairer
6. Building Maintenance Repairer
7. Carpenter
8. Electrical Pump Mechanic
9. Electrician
10. Fire Equipment Mechanic
11. Fleet Mechanic I, II, III
12. Heavy Construction Mason
13. Line Electrician
14. Mason
15. Mechanical Repairer (Small Engine)
16. Painter
17. Parking Meter Mechanic
18. Pipefitter (Water Systems)
19. Plant Electrical/Electronic Equipment Repairer
20. Plumber
21. Sign Painter
22. Sound Technician
23. Traffic Signal Electrician
24. Water Meter Mechanic
25. Water Plant Maintenance Mechanic
26. Water Systems Operator
27. Welder